

Report for Week Ending 16 January 1957
from
Forms Management Branch

Completed Action

1. Statistical Summary

TYPE	COMPLETED ACTIONS SUMMARY					16 January 1957
	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
NEW	1	0	3		4	46,500
REVISION	1	0	2	1	4	34,000
REPRINT	3	3	4	2	12	49,600
TOTAL	5	3	9	3	20	130,100

7 forms obsoleted

- 25X1 2. Completes Draft of Psychiatric Evaluation Form, titled, "Sentence Completion," Form No. 1055a [] - This form was submitted to this Branch by the Medical Office with another form titled "Job Satisfaction Inventory." The latter job went to the printer about two weeks ago. Form No. 1055a, has been completed for about 10 days awaiting a clearance visit to this Branch from the Medical Office. Efforts to get clearance on this form from the Medical Office are continuing. It is hoped this clearance may be obtained in the next day or so in order that the completed draft may be released to the printer.
- 25X1 3. Proofs for Security Forms Received and Returned [] - Proofs for two multi-part NCR forms (1024 and 1024a) were received and submitted to [] ARO for Office of Security, for his approval. [] approved both form proofs with a minor deletion on one of the proofs. Proofs have been returned to Procurement Division.

25X1

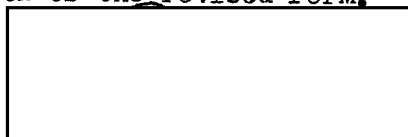
25X1

Pending Action

2. Statistical Summary

TYPE	PENDING ACTIONS SUMMARY					16 January 1957
	DD/I	DD/P	DD/S	STOCK	TOTAL	
NEW	3	4	7	4	18	
REVISION		1	2	5	8	
REPRINT			1		1	
TOTAL	3	5	10	9	27	

3. Efforts Being made to Obtain Government Forms from Baltimore- [redacted] - 25X1
The Office of Personnel has submitted a requisition for the procurement of Social Security Form No. OA-C5, titled "Application for Survivors Insurance Benefits." Direct inquiry was made by this Branch with the Department of Health, Education and Welfare. This resulted in a call from the Social Security Administration Headquarters in Baltimore advising this office of their reluctance, because of the way this form is used, to issue "supplies" to any Federal Department or Agency. Full details on their stand in this matter are being furnished by means of a memorandum to which they are attaching six "courtesy copies" of the form requested. A copy of the memorandum and the "courtesy copies" of the form will be forwarded to the Personnel Office when received in this Branch. The Personnel Office has been advised of the current status of their request.
4. Drafts Being Prepared for the Revised Fitness Report [redacted] 25X1
OP has returned the drafts of the Fitness Report containing the proposed revisions which were submitted to CIA Career Council for their approval. The Career Council approved the proposed revision with minor changes. The drafts are to be forwarded to OL/PSD requesting that final typed drafts be prepared and that an initial printing of 200 be made by 28 January. This initial printing is to be used for testing purposes (to determine if the revised items will be understood) before final approval is given to order a stock of the revised form.



25X1